

STATE OF IDAHO  
DIVISION OF BUILDING SAFETY  
**ELECTRICAL BUREAU**  
1090 E. WATERTOWER STREET  
MERIDIAN, ID 83642  
208.334.2183  
[dbs.idaho.gov](http://dbs.idaho.gov)

**APPLICATION FOR ELECTRICAL CONTRACTOR'S LICENSE**

In order to be approved for the Electrical Contractor examination, the applicant must comply with the provisions of IDAPA 07.01.03015 (attached pages 5 & 6)

Briefly, the applicant must:

- A. Either be or employ an Idaho licensed master electrician. A designated full time, supervisory employee must be identified on the application to take the contractor exam and successfully pass the examination for the corporation, company, etc. in accordance with the provisions in IDAPA 07.01.03015.
- B. Submit properly completed, signed and notarized application with the \$15 administrative fee. Mail the completed application form and fee to the Electrical Bureau at the address above. Upon application approval, the Electrical Bureau will issue an examination registration form to the applicant.

**Note: A testing service is under contract with the Bureau to administer the examination and a testing fee is required. To purchase the Idaho Contractors Reference Manual, contact International Code Council at 1-888-422-7233.**

- C. Complete the contractor examination registration form and submit **to the testing service** with the appropriate fee. **Please Note:** *If the applicant does not take the examination within sixty (60) days of Bureau approval, he/she must reapply to the Electrical Bureau and resubmit the \$15 administrative fee.*
- D. Successfully pass the contractors examination. (A passing score of 70% is required)
- E. Provide proof of \$300,000 liability insurance and worker's compensation insurance or statement of exemption for worker's compensation (if applicable). *Certificates of insurance may be attached to this application.*
- F. Submit payment of the \$125.00 license fee to the Electrical Bureau.

Once all of the above requirements are met, the Bureau will issue the electrical contractor license.

All electrical contractor licenses must be renewed annually (July 1<sup>st</sup>) following the date of issue. The renewal fee for an electrical contractor's license is \$100. Updated proof of \$300,000 liability insurance and worker's compensation insurance (if applicable) must be supplied at the time of each renewal.

**PLEASE MAIL THE COMPLETED APPLICATION, A PHOTOCOPY OF YOUR PICTURE IDENTIFICATION, AND THE \$15.00 ADMINISTRATIVE FEE TO ADDRESS ABOVE**

DIVISION OF BUILDING SAFETY  
ELECTRICAL BUREAU

FOR ELECTRICAL BUREAU USE

APPROVAL: \_\_\_\_\_  
DATE: \_\_\_\_\_

**APPLICATION FOR ELECTRICAL CONTRACTOR'S LICENSE**

Check the form of business organization under which you will be operating:

Individual \_\_\_\_\_ Co-partnership \_\_\_\_\_ Company \_\_\_\_\_ Association \_\_\_\_\_ Corporation \_\_\_\_\_

Business name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Street) (City) (State) (Zip Code)

Telephone No: \_\_\_\_\_ Cell Ph. No: \_\_\_\_\_ Fax No. \_\_\_\_\_

email: \_\_\_\_\_

**THIS APPLICATION MUST BE SIGNED AND NOTARIZED**

**Note: This application must be signed in all three places. If the applicant is an individual/sole proprietor and will be the supervising journeyman, he/she must sign the application in all three places.**

I, \_\_\_\_\_, being first duly sworn, do hereby  
(Type or Print) certify that the above statements are  
true and correct.

Signature of Applicant (Owner) Date Social Security Number

Tax Identification Number \_\_\_\_\_

**Supervising Master Information:** I hereby certify that I am a full time employee of, and shall be responsible for supervision of electrical installations made, by the above listed company, and I shall be available during working hours to carry out the duties of supervising journeyman as set forth in Idaho Code Title 54, Chapter 10 and IDAPA 07.01.03015. **Verification of two years employment as a journeyman or master electrician by an employer must be included. See page 3.**

Supervising Master Name (Type or Print) Signature Idaho Master Electrician License #

**Representative Information:** I hereby certify that I am a full time, supervisory employee of the above listed company and that I am not currently designated by any other company to be their representative for contractor examination purposes.

Representative for Examination (Type or Print) Signature Social Security Number

**THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC**

Subscribed And Sworn To Before Me This \_\_\_\_\_ Day Of \_\_\_\_\_, 20 \_\_\_\_\_

NOTARY PUBLIC SIGNATURE: \_\_\_\_\_

NOTARY PUBLIC FOR: \_\_\_\_\_

COMMISSION EXPIRES: \_\_\_\_\_

STATE OF IDAHO  
DIVISION OF BUILDING SAFETY  
**ELECTRICAL BUREAU**

**APPLICATION FOR ELECTRICAL CONTRACTOR'S LICENSE**

Check the form of business organization under which you will be operating:

\_\_\_\_ Individual    \_\_\_\_ Co-Partnership    \_\_\_\_ Company    \_\_\_\_ Association    \_\_\_\_ Corporation

List all owners, partners, officers or principles as applicable:

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Proof of \$300,000.00 Liability Insurance and Worker's Compensation Insurance (if applicable) must be received by the Electrical Bureau before your Contractor's License will be issued. If Workers Compensation insurance is not applicable (exempt) your signature is required on the statement below, before your license can be issued.

**STATEMENT OF EXEMPTION FOR WORKER'S COMPENSATION**

I qualify as an exempt employer for worker's compensation insurance:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IDAPA 07  
TITLE 1  
CHAPTER 3  
RULES OF ELECTRICAL LICENSING AND REGISTRATION - GENERAL  
DIVISION OF BUILDING SAFETY  
**ELECTRICAL BUREAU**

**015. ELECTRICAL CONTRACTOR.**

**01) Qualifications for Electrical Contractor. (4-7-91)**

- a. On and after July 1, 2008, except as hereinafter provided, any person, partnership, company, firm, association, or corporation shall be eligible to apply for an electrical contractor license upon the following requirements: (4-2-08)
- i. Applicant shall have at least one (1) full-time employee who holds a valid master electrician license issued by the Electrical Bureau. Licensed electrical contractors who are current and active prior to July 1, 2008, shall not be required to have a master electrician as the supervising electrician until a new supervising electrician is designated. A master electrician license will be required for a new supervising electrician designated after July 1, 2008. (4-2-08)
- ii. The master electrician shall be designated the supervising electrician and shall be available during working hours to carry out the duties of supervising, as set forth herein, and who will be responsible for supervision of electrical installations made by said company, firm, association, or corporation as provided by Section 54-1010, Idaho Code. (4-2-08)
- iii. An individual electrical contractor may act as his own supervising master electrician upon the condition that he holds a valid master electrician license. (4-2-08)
- iv. Applicant must pass a contractor examination administered by the Bureau or its designee. Any applicant which purports to be a non-individual (such as, corporation, partnership, company, firm, or association), must designate in writing an individual to represent the partnership, company, etc., for examination purposes. Any such designee shall be a full-time supervisory employee and may not represent any other applicant for an electrical contractor's license. (4-2-08)
- v. Applicant shall provide proof of liability insurance to the Bureau in the amount of three hundred thousand dollars (\$300,000) from an insurance company licensed to do business in the state of Idaho. The liability insurance shall be in effect for the duration of the applicant's contractor licensing period. (4-2-08)
- vi. Applicant shall provide to the Bureau proof of Idaho's worker's compensation insurance unless specifically exempt from Idaho law. Bureau will provide written confirmation of exemption status. (4-2-08)
- b. Any person designated under Paragraph 015.01.a. of these rules, and the contractor he represents, shall each notify the Bureau in writing if the supervising master's working relationship with the contractor has been terminated. Each notice must be filed with the Bureau within ten (10) days of the date of termination. If the supervising master's relationship with the contractor is terminated, the contractor's license is void within ninety (90) days unless another supervising master is qualified by the Bureau. (4-2-08)

**02) Required Signatures on Application.** An application for an electrical contractor license shall be signed by the applicant or by the official representative of the partnership, company, firm, association, or corporation making the application. The application shall be countersigned by the supervising master electrician. (4-2-08)

**03) Electrical Contracting Work Defined.** An electrical contractor license issued by the Division of Building Safety must be obtained prior to acting or attempting to act as an electrical contractor in Idaho. (4-5-00)

- a) Electrical contracting work includes electrical maintenance or repair work, in addition to new electrical installations, unless such work is expressly exempted by Section 54-1016, Idaho Code. (4-5-00)
- b) Any person or entity providing or offering to provide electrical contracting services, including, but not limited to, submitting a bid shall be considered as acting or attempting to act as an electrical contractor and shall be required to be licensed. (4-5-00)

c) Any person or entity, not otherwise exempt, who performs or offers to perform electrical contracting work, is acting as an electrical contractor, whether or not any compensation is received. (4-5-00)

04) **Previous Revocation.** Any applicant for an electrical contractor license who has previously had his electrical contractor license revoked for cause, as provided by Section 54-1009, Idaho Code, shall be considered as unfit and unqualified to receive a new electrical contractor license so long as such cause for revocation is continuing and of such nature that correction can be made by the applicant. (1-14-87)

05) **Reviving an Expired License.** Any applicant for an electrical contractor license who has allowed his license to expire and seeks to revive it under the provisions of Section 54-1013, Idaho Code, may be denied a license as unfit and unqualified if, while operating under the license prior to expiration, he violates any of the laws or rules applicable to electrical contractors. (4-1-91)

06) **Qualification and Duties for Supervising Journeyman or Master.** (4-2-08)

a) A master electrician shall not be considered as qualified to countersign an electrical contractor license application as the supervising master, nor shall said application be approved if he does countersign said application as the supervising master, if said master has had his Idaho electrical contractor license revoked for cause under Section 54-1009, Idaho Code. (4-2-08)

b) A supervising master shall not countersign for more than one (1) contractor. (4-2-08) c. A journeyman who is a full time employee of a company, corporation, firm or association with an industrial account may sign as supervising journeyman for that industrial account in addition to signing as supervising journeyman for his own contractor's license so long as the journeyman is listed as the owner and complies with the provisions of Paragraphs 015.01.a. and 015.01.b. of these rules (7-1-97)

c) Duties include: assuring that all electrical work substantially complies with the National Electrical Code and other electrical installation laws and rules of the state, and that proper electrical safety procedures are followed; assuring that all electrical labels, permits, and licenses required to perform electrical work are used; assuring compliance with correction notices issued by the Bureau. (4-2-08)

07) **Failure to Correct Defects in Electrical Installations.** If a master countersigns an electrical contractor license application pursuant to Subsection 015.03 of these rules and thereafter willfully fails to correct defects in electrical installations he made or supervised, and such defects are within his power to correct and are not the fault of the contractor, then the Electrical Bureau shall have the power to suspend or revoke said master's license pursuant to Section 54-1009, Idaho Code. (4-2-08)

08) **Overcharging of Fees.** It shall be grounds for suspension or revocation of an electrical contractor license if he charges and collects from the property owner an electrical permit or inspection fee which is higher than the fee actually in effect at the time of such charging and collection, pursuant to the current Electrical Laws and Rules of the Division of Building Safety, Electrical Bureau, and the fee remitted by the contractor to the Bureau is less than the fee actually charged and collected by him. (4-6-83)

09) **Termination of Supervising Master or Contractor Designee.** (4-2-08)

a) Any person designated under Paragraph 015.09.a. of these rules, and the contractor he represents, shall each notify the Bureau in writing if the supervising master's working relationship with the contractor has been terminated. Each notice must be filed with the Bureau within ten (10) days of the date of termination. If the supervising master's relationship with the contractor is terminated, the contractor's license is void within ninety (90) days unless another supervising journeyman is qualified by the Bureau. (4-2-08)

b) Any person designated under Paragraph 015.09.a. of these rules, and the contractor he represents, shall each notify the Bureau in writing if the designee's working relationship with the contractor has been terminated. Each notice must be filed with the Bureau within ten (10) days of the date of termination. If the designee's relationship with the contractor is terminated, the contractor's license is void within ninety (90) days unless another duly qualified designee passes the electrical contractor's examination on behalf of the contractor. (9-1-94)

10) **016. -- 999.(RESERVED).**